



RULES MADE BY THE COUNCIL **RELATING TO ALLOTMENT GARDENS**

The tenant of an allotment garden shall comply with the following conditions:-

1a) At all times to keep the allotment garden clean, tidy and in a good state of cultivation. Areas not being cultivated must be cut and maintained to prevent seeds blowing onto other plots. We do not promote the practice of Permaculture as we promote a seed and weed free practice as stated in allotments legislation. **All areas of a plot are to be cultivated and maintained on a regular basis** and new tenants are expected to have at least 50% of their plot cultivated to within a period of 6 months. It would be advisable to make contact with the site representative to establish your presence on site and their expectations. We would encourage contact directly in the first instance with the allotments department should problems occur which are likely to affect your ability to cultivate within these guidelines. We operate under a 30 day non cultivation notice system as recommended by the National Society of Allotments whereby after such notice being served the tenancy is open to termination after the 30 days if neglect is still evident. Extenuating circumstances may be taken into consideration on production of a doctor's letter if necessary.

b) Not to cause any nuisance, annoyance or canvass discontent to the occupier of any other allotment garden or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens. **Not to be used as a storage disposal for goods especially stock piling of wood or metal and to refrain from using as a general burning area.**

c) Not to sub-let, assign or part with the possession of the allotment garden. Tenancies are non-transferrable and any request for an additional plot will need to be in writing so that the tenant's details can be placed on the waiting list. The maximum allocation of plots per household is 500 square meters. A full sized plot is generally considered as more than adequate to feed a family of four. Waiting lists of those eager to start an allotment should be better served with this in mind.

d) Not without the written consent of the Council to cut or prune any timber or trees not within your plot, or take, sell or carry away any mineral, gravel, sand, clay or soil. However any branches of trees growing on plots that obstruct pathways are to be cut back annually but bear in mind this may be affected by the nesting of birds so please contact the allotments department if in doubt before trees or bushes are disturbed . *Please ensure when pruning that this is kept to a minimum and to avoid Spring to Autumn periods as you may risk prosecution under the Wildlife and Countryside Act 1981.* If there are any branches larger than 75mm that require cutting the Council needs to be informed. Plot holders must have regard to the eventual height and shade that any trees, shrubs or climbing plants may have on neighbouring plots and internal pathways.

e) To keep every hedge that forms part of the allotment garden properly cut and trimmed. Permission in writing is to be sought for any new fencing installations by plot holders and these are expected to then be safe and secure and must not cause nuisance to adjoining plots this would also include privacy screening.

f) Not to use barbed wire or solid metal panels for a fence adjoining any path set out by the Council for the use of the occupiers of the allotment gardens.

- g) To keep the grass on any footpath adjoining the allotment garden fully cut and trimmed (but not sprayed). Spraying within individual plots is permitted see q below.
- h) Sheds are not to be larger than 2m x 2m and the height to be less than 2.5m. All sheds must be movable (caravans or similar are not permitted) – concrete is prohibited from site so flooring should be constructed out of polycarbonate or timber. Larger sizes are only permitted if requested and agreed by the Council in writing. Greenhouses (Perspex) are to be less than 2m x 2m and the height less than 2.5m. Please note that any shed or structure **should not be within 1m of the boundary fence line. All windows used in sheds or greenhouses or cloches etc are to be perspex.** Polytunnels are permitted but require advance notice including the dimensions to the Council and not to be installed on a concrete base as this is prohibited and must be removable and not cause a nuisance to plot holders and old polythene must be removed from site when degraded and not burnt. Fencing should not exceed 6ft 6” (2 metres) and not cause undue shading ideally bottom half 3’ – 4’ as solid panel and top part can be windbreak, chain link or netting.
- i) All children and dogs to be properly supervised and must not trespass or damage crops on other plots.
- j) No asbestos sheeting is to be used under any circumstances. Existing panels should be taped and bagged and taken to Dover waste transfer station, Honeywood Rd, Whitfield, Dover CT16 3EH open 8am-4.30pm Mon-Sat, Sunday and Bank holidays 9am-4pm.
- k) Water supplies are to be conserved and are there for all plot holders for agricultural use. In view of the need for considerate and sensible use **each full plot holder should not exceed 30 minutes per day or 15 minutes for half plots for hoses and ideally these would be used to fill a water butt. Sprinklers or Leaking Hoses** are prohibited as water is metered and is a considerable annual cost. Water is supplied at various points on site by taps. It is advised that you must comply with any temporary restrictions imposed by your local water provider and these are only to be used for extracting water for agricultural purposes and not washing tools as this can easily lead to the water being contaminated. Any independent receptacle that is used for water harvesting by the tenant is done so at their own risk or liability.
- l) Car parking must not be on plots that are uncultivated or unused. Access roads can be used for vehicles but only to drop off or load – not parking. Vehicles are not to be left on site overnight.
- m) Gates must be locked at all times. It is advisable to prevent nuisance by youths or illegal dumping to keep gates shut or locked every day. If the gates do need to be left open for any length of time then please make sure that a guardian is present at the gate until such time that it is closed this being to safeguard the site security.
- n) Damage or theft of produce, sheds etc, if proven to the satisfaction of the Council to be the actions of a plot holder with the relevant witnesses/evidence, will result in the immediate termination of tenancy.
- o) **Keys must be surrendered when plots are given up and written notice sent to the Council when plots are given up.** Failure to give notice or clear the plot to allow it to be easily re-let may result in the Council seeking to reclaim any costs from the tenant to enable clearance of any remaining debris or possessions.
- p) No livestock is to be kept on council plots except for livestock permitted by legislation according to statutory requirements. The council will require the plot holder to seek permission in writing for consideration for the keeping of livestock detailing type and number, with an emergency 24 hour contact telephone number. **Failure to adhere to good standards of animal welfare will risk the termination of a tenancy** and costs incurred for clearance by the Council being recharged to the tenant, the matter may also be referred to animal welfare at Defra. The authority does not permit the keeping of bees.

q) Chemical spraying is only approved where the chemical is currently available to the general public and provides no residual contamination of the soil. All spraying is to be carried out with due regard to the health and safety of others on the site and no chemicals are to be left unlabelled nor in unmarked unofficial containers (eg lemonade bottles, jars or similar). No spray drift is permitted especially where this may contaminate an adjoining plot or Council pathway. The Council reserves the right to terminate the tenancy of any plot holder who it believes has contaminated adjoining plots, pathways or their own with chemicals or has stored them irresponsibly. Carpets are not to be used as a weed repellent, if in doubt do not use.

r) Composting is expected by the authority where ever possible.

2. The tenant shall observe and perform all conditions and covenants contained in the lease (if any) under which the Council holds the land.

3. The tenant shall observe and perform any other special condition which the Council considers necessary to preserve the allotment garden from deterioration.

4. Rent

The rent of an allotment garden shall unless otherwise provided by these rules or agreed in writing be paid annually in advance on receipt of the invoice which is generally sent out when the tenancy **naturally expires at the end of September each year**. The invoice should generally be received within the first two weeks from the first week in October unless the plot has non cultivation issues at the time then an invoice will not be sent until this is rectified.

The Council reviews rent and water charges annually.

5. Power to Inspect Allotment Gardens

An officer of the council or a Council nominated site representative shall be entitled at anytime when directed by the Council to enter and inspect an allotment garden via reasonable means of access. It is the intention of the Council to inspect plots at regular seasonal intervals each year.

Service of notice

Any notice may be served on a tenant either personally or by leaving it at his last known place of abode or by Royal Mail addressed to him there or by fixing the same in some conspicuous manner on the allotment garden.

Fly Posting is prohibited

Firearms

The authority does not permit the use of firearms on any area of allotment site. The Police are to be contacted in the first instance if there are any reasons for concern.

Site Representative Re-Elections

This process can be carried out by democratic means at the end of August if requested. Should anyone want to become a site representative they should seek the written support (with signatures) of two named plot holders on the site and notify the allotments office before the 15th September who will consider the application. In the case of two or more people wishing to be a site representative an overall vote is necessary. A voting form can be obtained from the allotments department for this purpose.

Complaints

If you are having difficulties with any tenant who is not complying with the conditions within these rules please write in with your full details and two written supporting witnesses and the matter will be investigated in strict confidence.

Bonfires

You should not bring items onto your plot unless you know they will serve a useful gardening purpose and you know how you are going to dispose of them appropriately. We would advise that composting is the most practical and preferred method of dealing with vegetation waste. If burning is really necessary the use of an incinerator is an ideal way of burning responsibly for short periods of time.

Never burn household rubbish rubber tyres or anything containing plastic, foam or paint. The use of old engine oil, mentholated spirits or petrol to light the fire are prohibited.

Avoid lighting a fire in unsuitable weather conditions in particular hot summer days/evenings and damp autumn/winter days/evenings when smoke tends to hang in the air. Wind direction also impacts on smoke causing possible drift towards residential properties. Please try to dry any material for burning so it burns quicker and produces less smoke.

Avoid burning at weekends and on bank holidays when people want to enjoy their gardens.

Avoid burning when the air quality in you area is poor or very poor (you can check this by ringing the air pollution bulletin service on 0800 556677 or looking at ceefax 196).

Never leave a fire unattended or leave it to smoulder – douse it with water if necessary.
Any tenant who does not adhere to these rules will be warned and if any more fires are lit causing nuisance to properties in the vicinity then their tenancy agreement will be at risk of termination.